



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

December 6, 2016

**Closing Date: December 12, 2016**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on December 13, 2016).

**Title: POLICY DEVELOPMENT COORDINATOR**

**Position Number: 2212-4634**

**Grade: C117**

**Legal Services**

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### **DUTIES:**

This position will be responsible for supporting Legal Services and other Central Administration personnel. Assists in the reading, researching and monitoring of education bills; receives the voluminous Freedom of Information Act requests made to the agency, coordinates responses and reviews documents to ensure appropriate redactions; acts as an agency ombudsperson, responding to inquiries and providing assistance to school districts, parents, educational organizations, the media, and other members of the public. Develops and presents training to agency personnel and educational organizations on a variety of topics; assists Central Administration with records retention planning; performs other duties as assigned.

### **SPECIAL REQUIREMENTS:**

Knowledge of laws and rules related to state agencies and public school districts/public charter schools, as well as the Arkansas Freedom of Information Act and the Family Educational Rights and Privacy Act. The successful applicant will demonstrate a history of strong research, writing, and analyzing skills.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in a related field; plus four years of progressively responsible experience in policy development or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [www.arkansased.gov](http://www.arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.